How to Input Elementary Handwriting Grades

*(Do NOT override scores for an entire class – see below)*

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| Click on the Subject of Handwriting |  |
| Be sure you are on Scoresheet/  Assignments |  |
| Click the + to add an assignment |  |
| Fill in the assignment information  \*Choose the same category each time an assignment is entered.  \*Make sure **Score Type** is set to **Letter Grade**  Click SAVE |  |
| Control Click on a cell for each student  From the menu touch Grades  Choose E, S, NI, U  \*Repeat this process for all assignments in a nine weeks. |  |

*For those who are entering a single score each nine weeks to give as the final grade:*

1. *Do NOT Override final grades for an entire class.*
2. *Enter a single assignment for a nine weeks (see directions above).*
3. *For that assignment, enter the desired nine weeks score.*

*If you must override a score for an individual student you must make sure that you choose a letter grade and percentage that match when overriding in the score inspector.*

***Handwriting Scale***

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| *E* | *100* |
| *S* | *75* |
| *NI* | *50* |
| *U* | *25* |